

Current state of catalog card reproduction, Supplement 1, p.61-84, 1974.

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## **Catalog Card Production at Ohio State University Libraries**

**By Beverly I. McDonald**

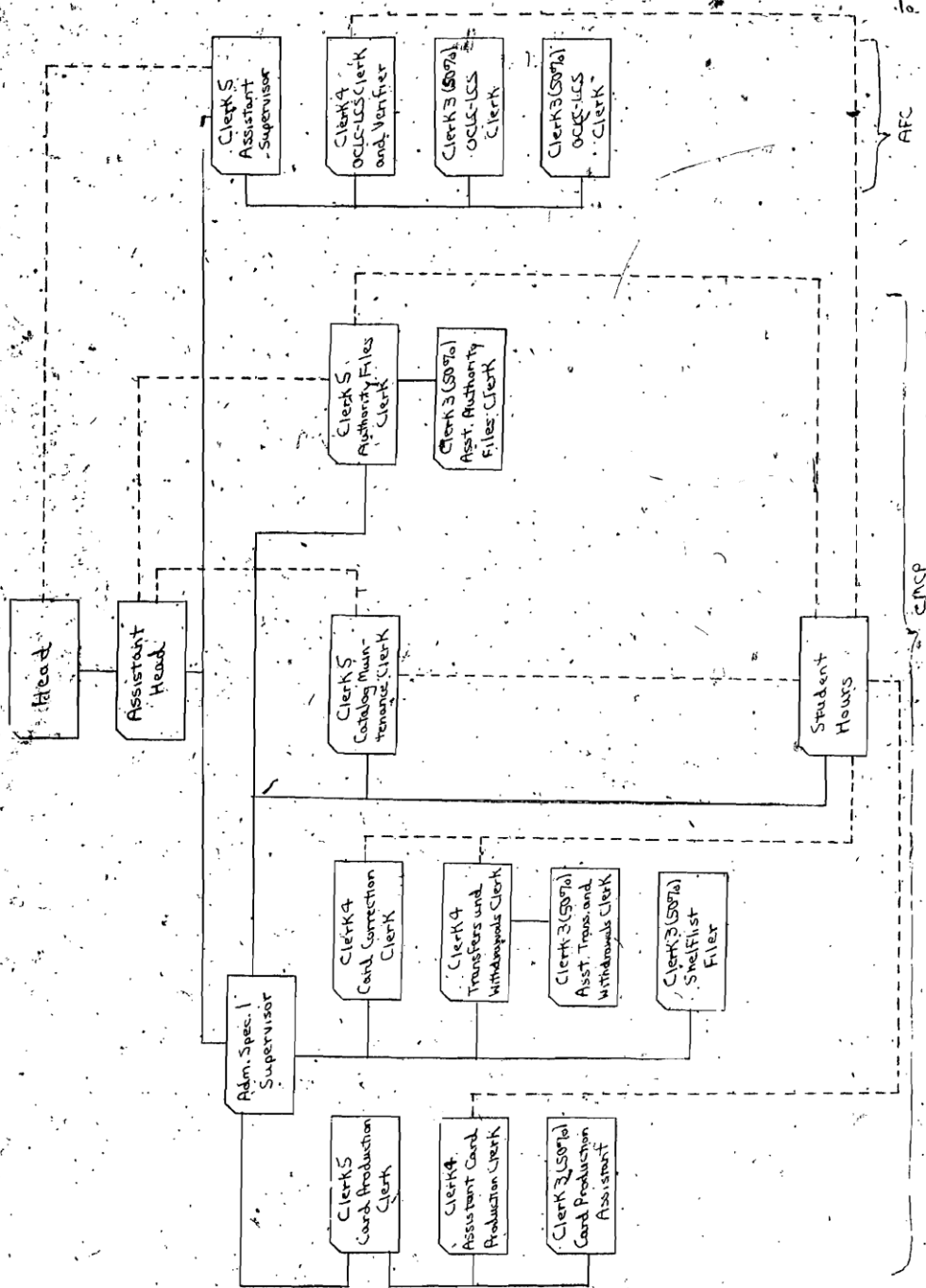
### **Background Information**

The Card Production Unit was for many years a part of the Catalog Department, (now the Catalog Division) at the Ohio State University Libraries. In 1971 there was a major reorganization in technical- services and a new division named Catalog Maintenance and Card Production Division came into being. CMCP, to use its acronym consisted of units for (1) card production, (2) card correction, (3) catalog maintenance, (4) authority files, and (5) shelflist and recataloging. All of these units were a part of the Catalog Department before the reorganization.

By March of 1972 the transfers and withdrawals unit and the automated file control. section had been added to the division. In August 1972 the name of the division was changed to the Bibliographic Records Division to better reflect the work that this division does. BRD, to use its acronym, consists of two sections: Automated Pile Control (or AFC) and Catalog Maintenance and Card Production (or OJCP). The division is directly-responsible to the Assistant Director for Technical Services.

The following organizational chart shows the lines of authority in BRD. The Card Production Unit consists of two full-time clerks, one half-time clerk and 58 student hours per week and reports to the Supervisor of BRD.

# Bibliographic Records Division



Cards are processed for the Main Library Public Card Catalog and for 33 department libraries and special locations. As of July 1974 there were approximately 4,750,000 cards and precat slips filed in the Public Card Catalog. In 1973, 178,000 new cards were added to the Public Card Catalog. (No statistics are kept on the number of cards processed for department libraries and special locations)

## Manual Card Production

At the present time, cards are reproduced in two ways. The manual card production is done on a Xerox 2400 in Photoduplication (which handles all photoduplicating for the Main Library except for coin-operated machines). Cards are reproduced in 6-up groups and are sent to Bindery Operations for cutting. (Note: From an organizational point of view, Bindery Operations and Bibliographic Records Division are responsible to the Assistant Director for Technical Services. Photoduplication is responsible to the Assistant Director for Administrative Services)

Manual card production is used for cards using non-Roman alphabets, serials, analytics and some sets. Examples of these four types of materials are given below.

Non-Roman alphabet main entry (Main, entry not yet processed)

Yen-ching ta hsieh, Peking. *T'u shu kuan.*  
燕京大學圖書館目錄初稿 類書之部 鄧嗣禹編  
北平, 燕京大學圖書館 1935.  
vi, 125, iv, 100 p. 27 cm.  
Added cover title: An annotated bibliography of Chinese reference works in Yenching University Library.  
I. China—Bibl.—Catalogs. I. T'eng, Ssu-yü, 1900- ed. II. Title. III. Title: An annotated bibliography of Chinese reference works.  
Title romanized: Yen-ching ta hsieh  
t'u shu kuan mu lu ch'u kao.  
Z955.Y4 C 66-1603  
Library of Congress

# Non-Roman alphabet copy slip

IN PROCESS. AVAILABLE ON A DELAYED BASIS. APPLY AT CIRCULATION DESK UNDER THIS NUMBER.

No. of copies	AUTHOR (Surname first) <b>C10166</b> Date Needed.	
Z 955	Yen-ching ta hsueh, Peking.	
Y4	Teng-seu-yu T'u shu kuan. 鄧嗣尚	
1935a	TITLE (edition & vol. no.) Yen-ching ta hsueh t'u shu kuan mu lu ch'u kao. Chung-kuo lei shu mu lu ch'u kao.	
	SERIES 中國類書目錄初稿 (臺灣大學圖書館)	
Order date	Place (City) & publisher	Year published
JAN 7 '71	台北 台北大學圖書館	1970
Date rec'd	Recommended by	Cited in cat. & no.
JUN 9 '71	Yen	BB-14
Vendor	Location	Est. price
Ku Ting	Main	East Asian
dim 745503		Cost

## Add note:

Photocopy. Taipei, 1970. Added t. p. in Chinese (romanized: Chung-kuo lei shu mu lu ch'u kao)

## Entries (I: a-t)

IV. Title: Chung-kuo lei shu mu lu ch'u kao.

STM  
c.1

Serial main entry (Main entry processed)

## HEALTH CENTER

RC 261

A1 C21253

Cancer chemotherapy reports. Part 2.

v. 1-

Oct. 1968-

Bethesda, Md., National Cancer Institute;

v. 26 cm.

APPLY FOR VOLUME DESIRED

Supersedes Cancer chemotherapy reports.

Supplement.

Vol. 1, no. 1-2, Oct.-Nov. 1968 have title:

Cancer chemotherapy reports. Part 2 (Supplement)

OU 72-6 yk

SEE NEXT CARD

## ALSO IN

CHILD. HOSP.

serial YK

SEE  
MAIN ENTRY  
FOR  
OTHER COPIES

1. Cancer research - Periodicals.
2. Chemotherapy - Periodicals.
- III. U. S. National Cancer Institute.  
Cancer chemotherapy reports. Part 2.
- II. Title: Cancer chemotherapy screening data.

HEALTH CENTER

RC 261 Cancer chemotherapy reports. Part 2.  
A1 C21253 (Card 2)

Contains material previously included in  
Cancer research as a section called: Cancer  
chemotherapy screening data.

Indexed in the index vol. for Part 1.

OU 72-6 yk

Analytic main-entry (Main entry processed)

HEALTH CENTER

RM 265. Experimental and clinical evaluation of the tuberculostatics:  
A48 Capreomycin, Isoxyl, Myambutol, Rifampicin. Interna-  
v.16 tional colloquium, Borstel, May 1968. Edited by Enno  
Freeksen, E.-H. Orłowski and Jürgen H. Thümm.  
Basel, München, New York, S. Karger, 1970.

ALSO IN  
VET. MEDICINE

x, 537 p. illus. 25 cm. (Antibiotics et chemotherapy, v. 16)  
kr45.00 (\$34.80) Sw 70-A-5402

Held at Borstel Research Institute.  
Includes bibliographical references.

I. Antitubercular agents—Congresses. I. Freeksen, Enno, ed.  
II. Orłowski, E.-H., ed. III. Thümm, Jürgen H., ed. IV. Borstel-  
Ger. (Holstein). Tuberkulose-Forschungsinstitut. (Series)

RM260.A55 vol. 16 616.9'95'061 70-543786

Library of Congress

71 21 OU 71-8 bzo

MARC

BZO

Entries. (I-IV a-t)  
Ser. (gen. I.)

NOT COLLATED

HEALTH CENTER  
VEL. MEDICINE

Set main entry (Main entry not-yet processed)

AC 149 Ssü k'u ch'üan shu.  
S74 (Ssü k'u ch'üan shu chên pên wu chi)  
1974 四庫全書珍本五集 紀昀總纂 臺北  
臺灣商務印書館 民國 63 1. e. 1974.  
v. 19 cm.

Cover title.

Each title is preceded by an abstract.

Reprint of 文淵閣手抄本

STW

I. Chi, Yün, 1724-1805. (a-t)  
II. Title.

## Set copy slip

ACQUISITION DEPARTMENT THE OHIO STATE UNIVERSITY LIBRARIES 1858 Neil Avenue - Columbus, Ohio 43210		DUP AE EV
LIB 148233		IC. CARD NO. 2
AC 149	C 11774	
S74	Ssu k'u ch'uan shu.	
1974	Ssu k'u ch'uan shu chen pen wu chi.	
	430 vols.	
	rec'd v. 001-100 (6/27/74)	
LOCATION	FUND	ORDERED
main	E. Asian	2-27-74
CANCELLED DEALER	EST. PRICE	RECEIVED
Commercial Press	U.S.\$1,050	

THIS TITLE IS ON ORDER

Pencil: 200 v. V. 1-200

STW  
v. 1 (thru v. 200, each  
separately)

The general procedures used in manual card production can best be described by the following Outline and flowchart.

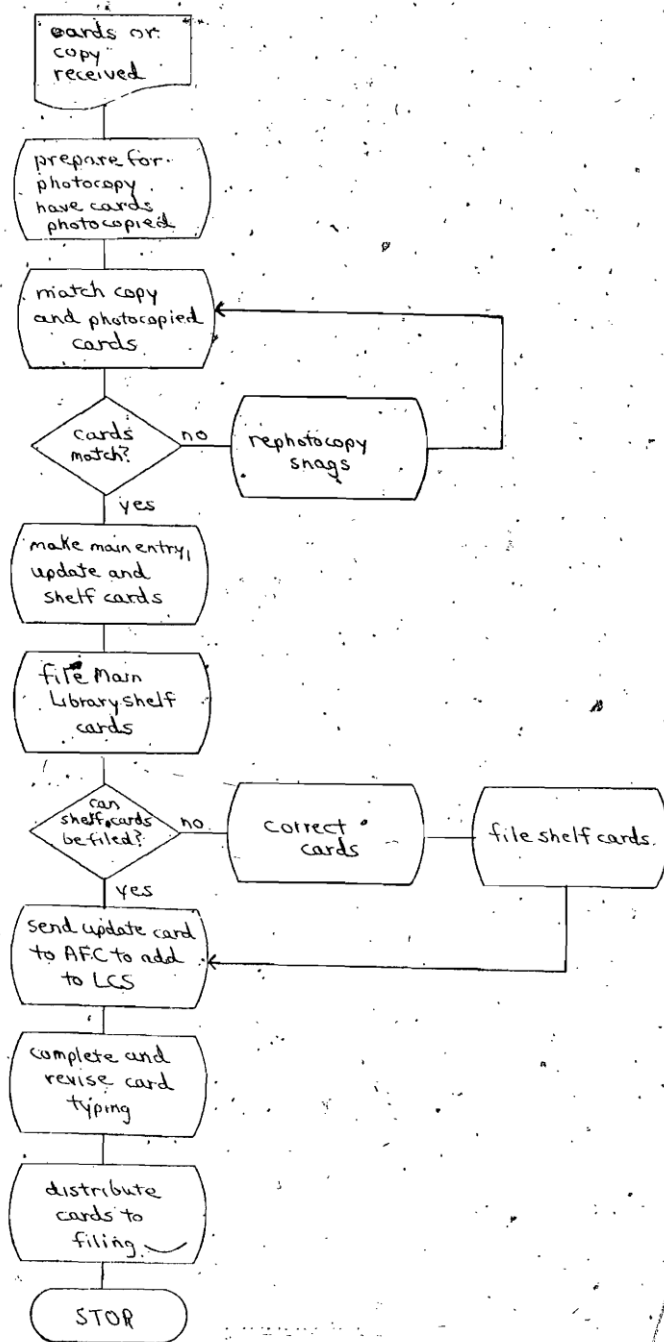
### Description of Flowchart Procedures

1. (Types of) cards or copy received
  - Single LC cards
  - LC card sets with 8 cards
  - Cards prepared by catalogers
  - Cards produced by other institutions
  - Copy from which Card Production types a master card
2. Prepare for photocopy
  - a. Type call number
  - b. Type "OU number" or Ohio State University identification code (OU plus date and cataloger's initials, e.g. OU-74-6 bim) on master card (or card set, if special-order). Or, in many cases (particularly analytics), type a whole new card from whatever copy is provided
  - c. Make corrections listed on copy slip by cataloger
  - d. Correct entries on front or verso of master card to correspond with entries actually used
  - e. Revise call numbers and corrections

- f. Sort by number or cards being ordered and send to Photoduplication
3. Have cards photocopied
  - Photocopy cards in Photoduplication on a Xerox 2400
4. Match copy and photocopied cards
  - Rematch copy slips, master cards, and photocopied card sets
5. Make main entry, update, and shelf cards
  - a. Add holdings to Main Library shelf card
  - b. Type department shelf card(s) when needed
  - c. Type LCS update card (card to update Library Circulation System or LCS)
  - d. Note statistics
6. File Main Library shelf cards
7. Send update card to Automated File Control (AFC) to add to LCS
8. Complete and revise card typing
  - a. Students type headings and any necessary department sets from main entry (master card)
9. Distribute cards to various areas or department libraries for filing



## Manual Card Production



## OCLC-Card Production

The second type of card reproduction is done through the Ohio College Library Center (or OCLC). The OCLC card production procedure has been described in several places, including

Cards for most monographs in Western languages (including many sets) can be processed through, OCLC; the major exception is analytics (because of problems with the OCLC—LCS interface). Cards for works in non-Roman languages are produced manually because the OCLC keyboard does not contain, the necessary letters. At the present time, serial cards are produced manually. In the future OCLC should be able to provide cards for serials in Western languages.

Number of OCLC cards received

OCLCOCLCOCLCOCLCOCLCOCLCOCLCOCLCOCLCO

CARDS PRODUCED

Ohio St Univ Lib  
OSU, 2227 CARDS

22:51 SEP 06, '74

O O  
O O  
O O

OCLCOCLCOCLCOCLCOCLCOCLCOCLCOCLCOCLCO

COMMERCE  
HF 5661 Gleim, Irvin N.  
G54 CPA examination review outlines and  
study guides. [Gainesville, Fla.,  
Professional Publications, c1974]  
806 p. 28 cm.

1. Accounting--Examinations, questions, etc. I. Title

OU 74-9-6, que mh OSUme

Added entry for Public Card Catalog

ACCOUNTING--EXAMINATIONS, QUESTIONS,  
ETC.

COMMERCE

HF 5661

G54

Gleim, Irvin N.  
CPA examination review outlines and  
study guides. [Gainesville, Fla.,  
Professional Publications, c1974]  
806 p. 28 cm.

OU

74-9-6s que mh

OSUdc

Shelf card for Math Library Shelflist

HF 5661

G54

Gleim, Irvin N.  
CPA examination review outlines and  
study guides. [Gainesville, Fla.,  
Professional Publications, c1974]  
806 p. 28 cm.

c.1 COMMERCE

1. Accounting--Examinations,  
questions, etc. I. Title

OU

74-9-6 que mh

OSUsl

Note: Ohio State added the holdings and the "Commerce" stamp

Math entry for department library (Commerce)

HF 5605

C53

Chatfield, Michael.  
A history of accounting thought.  
Hinsdale, Ill., Dryden Press [1974]  
vi, 314 p. 24 cm.  
Includes bibliographies.

1. Accounting--History I. Title

OU

OS\$dc

Added entry for department library (Commerce)

ACCOUNTING--HISTORY

HF 5605  
C53

Chatfield, Michael.  
A history of accounting thought.  
Hinsdale, Ill., Dryden Press [1974]  
vi, 314 p. 24 cm.  
Includes bibliographies.

OU

OS\$dc

Shelf card for department library (Commerce)

HF 5605  
C53

Chatfield, Michael.  
A history of accounting thought.  
Hinsdale, Ill., Dryden Press [1974]  
vi, 314 p. 24 cm.  
Includes bibliographies.

c.1

1. Accounting--History I. Title

OU

1 OS\$sl

Lead card for pack of main and added entries for department library (Commerce)

OCLCOCLCOCLCOCLCOCLCOCLCOCLCOCLCOCLCOCLCOCLCOCL

COMMERCE START OF PACK 8121

Ohio St Univ Lib  
22 OSsl

23:00 SEP 24, '74

O O  
O O  
O O

OCLCOCLCOCLCOCLCOCLCOCLCOCLCOCLCOCLGOCLCOCL

Note: Ohio State added the "Commerce" stamp

Browsing Room main entry for Public Card. Catalog with Browsing Room plastic jacket on it

COPY IN BROWSING ROOM

PS 3505  
A153 F5  
1969

Cabell, James Branch, 1878-1958.  
Figures of earth; a comedy of  
appearances; introduction by Lin  
Carter, illustrated by Frank C. Pope .  
New York, Ballantine Books, [1969  
c1948]  
xxix, 290 p. illus. 18 cm.  
Ballantine Books edition printed from  
the Storensede edition.

I. Papé, Frank C., illus. II. Title.

OU **74-9-6** que eys OSBme

Browsing Room added entry for Public Card Catalog with Browsing Room plastic jacket on it

**Figures of earth**  
PS 3505  
A153 F5 Cabell, James Branch, 1879-1958.  
1969 Figures of earth; a comedy of  
appearances, introduction by Lin  
Carter, illustrated by Frank C. Papé .  
New York, Ballantine Books, [1969  
c1948]  
xxix, 290 p. illus. 18 cm.  
Ballantine Books edition printed from  
the Storey edition.  
COPY IN BROWSING ROOM

OU 74-9-6 que ejs OSBbc

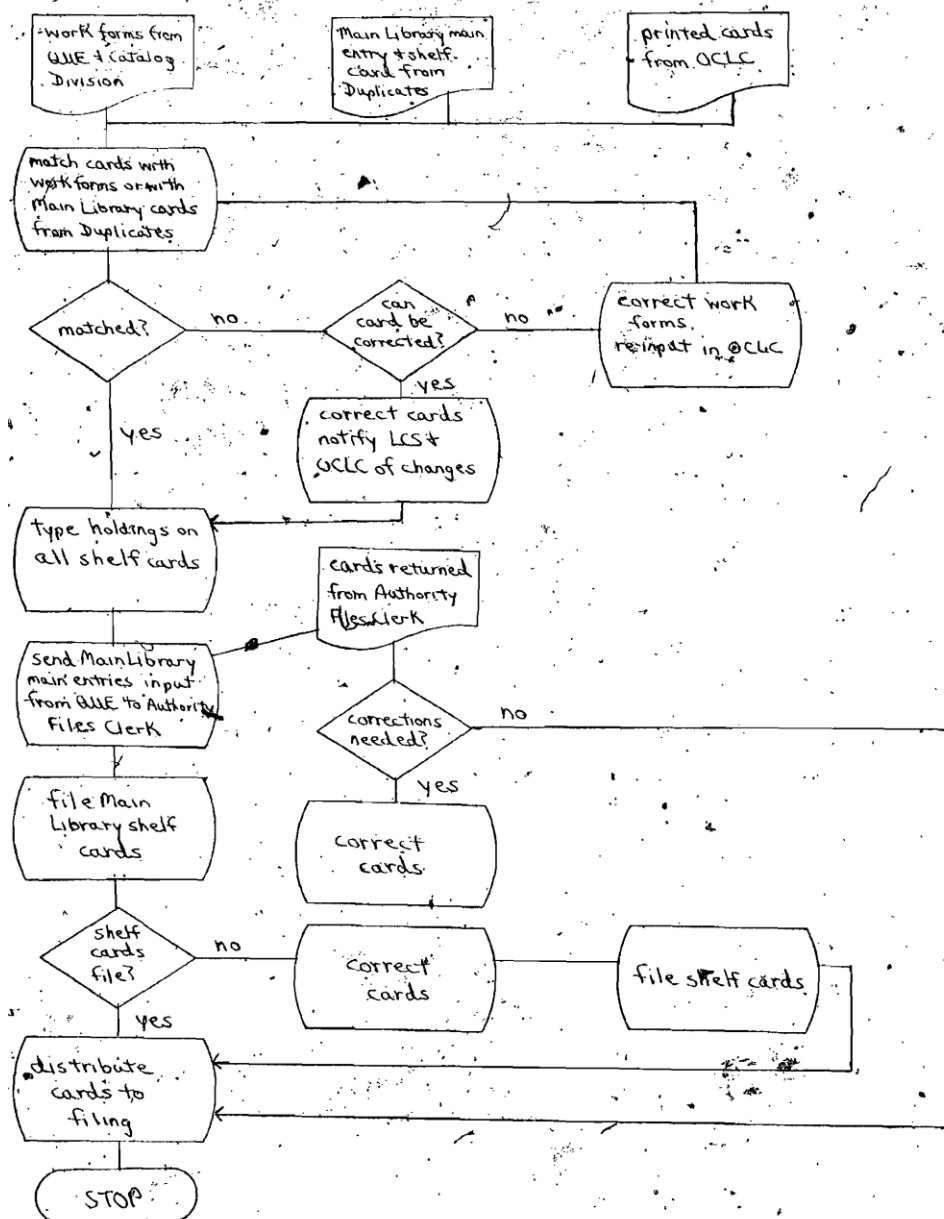
The general procedures used in OCLC card production can best be described by the following outline and flowchart.

### Description of Flowchart Procedures

1. (Types of) cards or copy received  
Work forms from QUE and Catalog Division  
Main Library main entry and shelf card from Duplicates Unit (when cards have been ordered for an added copy for a new location)  
Printed cards from OCLC  
(Note: Copy is input by the staff in QUE [i.e. Processing Division – QUE another division responsible to the Assistant Director for Technical Services] work forms and cards are sent to Card Production after input and held until cards are received from OCLC)
2. Match cards with work forms or with Main Library cards from Duplicates Unit of QUE  
Check to see that the following fields are correct:
  - a. Call number
  - b. Main entry
  - c. title
  - d. Holdings and locations
  - e. Date of publication(Note: Department cards input by Duplicates Unit are unrevised except for the call number)
3. Type holdings on all shelf cards
  - a. Add holdings to Main Library shelf card
  - b. Add holdings to department shelf card(s) when needed,
  - c. Do not need to make LCS update card (card to update Library Circulation System or LCS). LCS is automatically updated through the OCLC-LCS interface

- d. Note statistics
4. Send Main Library main entries input from QUE to Authority Files Clerk  
(Note: Card sets produced by the Duplicates Unit of Que and work forms from the Catalog Division have already had all of their entries checked. Records produced by the editors in QUE do not have their entries checked before input)
  - a. Check names in Name Authority File
  - b. Check subjects in Subject Authority File
  - c. Make necessary corrections to entries (Card Production staff does this)
5. File Main Library shelf cards
6. Distribute cards to various areas or department libraries for filing

### OCLC Card Production



## Some Costs

To determine the cost to the Card Production Unit a study was made of the time needed to process a set of 1650 cards. The following figures summarize the findings of this study.

	Manual set	OCLC set
Number of student hours	15 at a cost of \$33.00	7 at a cost of \$15.40
Number of clerical hours	5 at a cost of \$21.02	8 at a cost of \$32.16
Totals	20 at a cost of \$54.02	15 at a cost of \$47.56

More student hours are needed for manual card production because the headings have to be typed on the cards and the students do this typing. More clerical hours are required for OCLC card production because many entries are checked after the cards are produced (QUE main entries) and more time has to be spent in correcting the cards. (Note: The above figures do not include the time and cost of filing the shelf cards. The Shelflist Filer and her students are responsible for filing the shelf cards)

The cost of card stock for manual card production is 6¢ per sheet of 6 cards or 1¢ per card. For January through June 1974 Ohio State University purchased 262,174 OCLC cards at a cost of \$9181.07. This means that one OCLC card cost approximately 3.5¢ during this period.

This is basically the cost to the Card Production Unit for each type of card-production (plus the cost of one card). To determine the total cost of manual card production, for example, the cost of having the cards photocopied in Photoduplication, the cost of having the cards cut in Bindery Operations, the cost of searching for copy, the cost of typing a card or copy slip, and various other factors must be considered. To determine the total cost of OCLC card production the cost of OCLC membership (which for Ohio State was \$22,199 in 1971-1972 and \$40,429 in 1972-1973), the cost of searching for copy on OCLC, the cost of typing an OCLC work form, the cost of inputting an OCLC work form, and various other factors must be considered.

## Advantages and Disadvantages

Some of the advantages of using manual card production are (1) any type of letter, symbol or diacritical mark can be reproduced, (2) entries are checked before the cards come to Card Production (except for reinstatements), and (3) there are no OCLC-LCS interface problems.

These three advantages are disadvantages in OCLC card production, i. e. (1) not all letters and symbols can be reproduced on the OCLC keyboard, (2) many entries (i. e. QUE main entries) are not checked before the cards come to Card Production, and (3) there are OCLC-LCS interface problems.

In all fairness, it should be noted that the fact that the entries on QUE main entries are checked after the cards come to Card Production is both an advantage and a disadvantage. By not checking the entries, QUE can catalog more books and process them in a shorter amount of time. From a Card Production point of view, however, the fact that the entries are checked after input means that more time has to be spent in correcting cards or reproducing cards (the type and the complexity of the error determines which is done). Also, the time needed to check these entries lengthens the card production process.



Two of the advantages of using OCLC card production are (1) the headings have already been typed, and (2) the added entries are generally in alphabetical order when the cards are distributed to filing. These two advantages are disadvantages in manual card production, i. e. (1) the headings still have to be typed on the cards, and (2) the added entries are not in alphabetical order when the cards are distributed to filing.

It should be noted that any form of card production is only as good as its input, whether the input be an LC card, a typed card, or an OCLC work form or card. On OCLC, however, it is easier to compound the mistake, e. g.:

	OCLC	Manual
1. a mistake in a tracing	automatically repeated in the heading	hopefully caught when the heading is typed on the card
2. an incorrect tag or delimiter (excluding call number)	could cause a field to be omitted or repeated twice	not applicable.
3. letter l versus number one	these are different on the OCLC Keyboard; use of the wrong one could cause, for example, a misspelling or a shelflist snag	these are not different on a manual keyboard.
4. call number	incorrect spacing or tagging. could cause a zc (trouble) card	tagging problems do not exist; cards will be produced even if the spacing is incorrect

This is not to downgrade OCLC. The OCLC system is a marvelous way to have many cards produced in a short amount of time. One must, however, understand the limits and capabilities of the system and work within them (i. e. know what can be input and how it can be input and then input it correctly).

In conclusion, Ohio State University Libraries needs two types of card production. OCLC card production provides the bulk of the cards for Western language monographs. Hopefully in the future cards for Western language serials can also be processed through OCLC. Manual card production provides cards for non-Roman languages, analytics, and other types of materials that cannot be put on OCLC for any reason.

Whether libraries will want to use OCLC card production (with card procedure practices determined by local needs), an Ohio State—type manual card production, a combination of these two processes, or some other system is, of course, up to the individual library. For libraries that have mostly monographs in Western languages, OCLC is probably the answer. For libraries specializing in non-Roman languages, some form of manual card production would probably be best. In any case, the advantages and disadvantages of possible card production systems should be investigated thoroughly before a decision is made.